



Washington County Community Development

Department

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SPECIAL EVENT CHECKLIST

SHADED AREA FOR STAFF ONLY

INTAKE STAMP

EVENT NAME

It is the purpose of the county to review special events conditionally in order to assist County employees, public servants, emergency responders, and volunteers in ensuring that the health, safety and welfare of all participants, residents and visitors alike, may be protected.

- ☐ ASSEMBLY: A company of persons five hundred (500) or more gathered together at any location for any purpose for over two (2) hours will need a special event permit from the Southwest Utah Public Health Department
- ☐ Special Event Permit filing fee (\$100) and Use Agreements (Public Lands & Private Landowner Signatures)
- ☐ Numbers of participants and spectators
- ☐ Potable Water (drinking & dust control)
- ☐ Sanitary Facilities
- ☐ Emergency Medical (EMS, fire, and sheriff)
- ☐ Security determined in conjunction with Washington County Sheriff's Department
- ☐ Fire protection (local fire district awareness)
- ☐ Liability Insurance
- ☐ Hours and/or days of event
- ☐ Site Plan – Parking - Plans for camping facilities, if any
- ☐ Lighting during hours of darkness
- ☐ Solid Waste – garbage, litter or other debris left from event
- ☐ Plans for food concessions, if applicable – license or permit numbers
- ☐ Signage – prior to event and removed within 24 hours after event
- ☐ Road Closures – reviewed by Washington County Public Works and/or UDOT – provide public notification
- ☐ Coordinate with Washington County Sheriff's Department for law enforcement plan
- ☐ Communication Plan